



***Ready for school, ready
to learn***

2006 - 2007 Operating Guidelines for Pre-Kindergarten Programs

Alabama Pre-Kindergarten Initiative

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OPERATION AND SERVICES

1.0 General Program Operations and Services Information

1.1 Purpose

The purpose of the Alabama Pre-Kindergarten Program is to provide full day (6.5 hours of services), five days per week, and 175 days per year of appropriate children's program for eligible four year olds.

1.2 Dates of Service

The Pre-Kindergarten program shall operate within the dates stated in your contract.

1.3 Task Force

Each community must form a Collaborative Task Force to guide the Pre-Kindergarten program. The members of this group will plan for and contribute to the collaboration of community resources to provide a high quality program. Representatives of Department of Human Resources, School Systems, Health Department, Rehabilitation Services, local Children's Policy Councils, Chambers of Commerce and any others who serve families and children should be included. The Task Force should meet at least once per quarter.

1.4 Mentors

Each site must serve as a mentor to another pre-k program in close proximity to site location. Mentorship involves sharing knowledge and information regarding best pre-k practices, sharing training opportunities, and allowing and/or conducting requested site visits for coaching and classroom recommendations.

2.0 Child/Family Eligibility

2.1 Age Requirement

Children must be four years of age by or before September 1, based on acceptable documentation, such as birth certificates, passports, official medical documents, or official documents from other countries.

2.2 Residency Requirement

The child must be an Alabama resident and maintain residency while enrolled. For purposes of this program Alabama resident is defined as a child who resides in the state of Alabama, with proof of residence required (e.g. current utility bill).

2.3 Parent Requirement

Parents/Guardians must agree to abide by the terms listed in the Parent Contract (Appendix A).

3.0 Enrollment

3.1 Open Enrollment

Enrollment for the program must be open and nondiscriminatory. There must be a wide distribution of registration notice in English or English/Spanish. Notice for enrollment **MUST** be posted one month in advance of enrollment date in local health departments, Children Policy Council meetings, and newspapers. Enrollment notices **MUST** include: (a) date, time, and location, of registration, (b) local nondiscriminatory and equal opportunity clauses, and (c)

selection procedure to be used. Enrollment **MUST** be based on either the first-come, first served, OR lottery policies. Individual providers determine the definition and implementation of such policies. Local policy must meet the needs of children and families in the community. Children cannot be denied participation on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (TITLE IX of the Educational Amendments of 1972 and Title 11 of the Vocational Education Amendments of 1976); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs.

3.2 Procedures for Dismissal of a Child from the Program

Once a child has been enrolled, he or she cannot be dismissed from the Pre-Kindergarten program, UNLESS it is determined that he/she (1) is not benefiting from the program, (2) is chronically disruptive, (3) causes harm to himself /herself or others via biting and hitting, and/or (4) excessively absent or tardy . This determination can be made through information gathered by interventions to help the child benefit from the program, documentation of ongoing involvement of parents, and other program staff activities (i.e. local school system special education).

Parents must sign a NOTICE OF RECEIPT of the Pre-K Code of Student Behavior upon enrollment and be notified of potential dismissal of their child from the program via a written warning (Appendix Z). Second offenses must be addressed by the local Pre-K Administration and parent during a conference, during which the parent will be notified of the consequences of subsequent child behaviors. Third offenses may result in dismissal of the child from the program. However, documentation of all actions regarding student behavior must be sent to the Office of School Readiness for approval PRIOR TO dismissal.

It is the intent of OSR that NO CHILD is expelled or released from the Pre-K program unless ABSOLUTELY NECESSARY.

For special needs children, dismissal will be handled through the special education department of the local site.

3.3 Procedures for Chronic Absenteeism or Tardiness

Children who do not attend on a regular basis or are routinely late to the program should be referred to the program director. A meeting with the parent should occur to determine the reasons for the problem and identify ways to resolve the problem. Inability to resolve the problem after documented interventions should be referred in writing to the Office of School Readiness.

Note: Children, who do not attend class, are late, or have excessive absences for two consecutive weeks, without a medical or other reasonable explanation, can be removed from the roster. The Office of School Readiness must be notified in writing that such action has been taken immediately upon removal.

3.4 Health Services

The Pre-Kindergarten provider shall ensure that all children in the program have a Physical Examination Form within 30 days of enrollment (Appendix K) and **Annual Student Health Screening Records must be attached to the site's mid-year report and mailed to OSR by the last day in January (Appendix L).** Children that enroll mid-year must turn in Physical Examination Forms and Annual Student Health Screening Records within 30 days of enrollment. Copies of these forms should be immediately forwarded to the OSR. Children are not required to complete these examinations in order to register for the program. Pre-Kindergarten providers should work

with health departments and other health professionals to secure basic screens within the 90-day time frame.

A copy of the Health Screening and Physical Examination PARENT REPORT must be forwarded by each local Pre-K program to all parents AND OSR within 30 days after the receipt of all health information (Appendix M). **Parent reports may be sent to parents via CERTIFIED mail with delivery confirmation OR parents may sign a form (*developed and maintained by the local Pre-K site*) indicating receipt of the parent report.**

The Pre-Kindergarten provider shall ensure that evidence of age-appropriate immunizations or signed religious beliefs affidavit against such immunizations is maintained locally for each child. A current certificate of immunizations from Public Health or private provider must be submitted. Immunizations must be up-to-date and affidavits must be on file at registration of the child.

The Pre-Kindergarten provider must adhere to state licensing standards and federal and/or state law when administering medication to children.

OSR Pre-K Programs will incorporate lesson plans from “Smile Alabama” regarding oral health (i.e. *Healthy Teeth, Healthy You; Brushing is Important; Eat Healthy for Healthy Teeth; The Dentist is My Pal*) into the classroom daily routine.

3.5 Children with Disabilities

A child who is eligible for the Pre-Kindergarten program and is identified as eligible for special education and/or related services under the Individuals with Disabilities Education Act (IDEA) shall not be denied access to the program. Appropriate special education, the child's Individualized Education Program (IEP), and recommendations of the placement committee will determine related services placement. **Children with special needs will be referred for and/or will receive services through the local school system-early intervention program.**

When the Pre-Kindergarten provider refers a child suspected of having disabilities to the local school system, the referral request must be submitted to the special education program in the public school system in which the child resides. Note: Dual enrollment in public school system preschool disabilities classes and Alabama Pre-Kindergarten programs is acceptable.

4.0 Instructional Services/Curriculum

4.1 Curriculum

The Pre-Kindergarten provider shall present a complete educational program in accordance with age-appropriate practice and use an Office of School Readiness approved curriculum. Approved approaches are Creative Curriculum, High/Scope, Montessori, and Bank Street. **All classroom curricula and curriculum supplements MUST be approved by OSR PRIOR to purchase and implementation. Any classroom materials not listed in Appendix W must be approved by OSR PRIOR to purchase.**

4.2 Record Keeping

Maintain and submit all documents required by the Office of School Readiness.

- The Parent Orientation Verification Form (Appendix E) and Parent Orientation Sign-In Sheet (Appendix F) must be submitted by the 30th day of program operation.

- Quarterly OSR Report Forms (Appendix H) and Child Demographic Forms (Appendix I) should be submitted by the last day of August, November, February, and May.
- TANF verification, consisting of the number of TANF children enrolled, must be submitted quarterly. E-mail verification to trellis.smith@dca.alabama.gov is preferred.
- Teacher Credentials must be submitted by October 1.
- Mid-Year Reports (Appendix N) must be submitted by January 31st.
- End-of-Year Reports (Appendix P) must be submitted 30 days after the end of the program.
- Parent Conference Verification (Appendix R) must be attached to Mid- and End-of-Year Reports.

Note: The Pre-Kindergarten provider must keep copies of all documents on file.

*Note: All reports must be submitted by the dates listed above. **Failure to do so will result in withholding of funds.** Please see Timeline for OSR Pre-Kindergarten Sites for comprehensive list of forms and due dates (Appendix X).*

4.3 Parent Participation

Encourage family members to volunteer in the Pre-Kindergarten classroom. Families must participate in a minimum of six hours of family enrichment activities or workshops offered by the Pre-Kindergarten provider or the Office of School Readiness. Providers should offer at least eighteen hours of program opportunities for families to meet this requirement. Documentation of participation in family enrichment activities/workshops is required by use of the Family Enrichment Sign-In-Sheet (Appendix S).

At least two individual conferences per year between the lead teacher and parent/guardian, is expected and documented in each child's on-site file by use of the Parent Conference Verification Form (Appendix R). At the beginning of each year, an orientation meeting will be required. Two home visits per year are strongly encouraged. Please submit a schedule of **planned parent activities** to the OSR 30 days after the beginning of the program.

*Note: Parents who **DO NOT** fulfill the requirements of the Parent Contract will have his/her child dismissed from the Pre-K Program (see Parent Contract-Appendix A). However, parents will receive a warning and be given time to comply prior to the child's dismissal subject to the discretion of the local Pre-K program director. Written documentation of a parent's non-compliance must be sent to the Office of School Readiness prior to dismissal.*

4.4 Student Discipline

No employee shall use any form of corporal punishment (which includes but is not limited to paddling, striking, or hitting) as a method of discipline in the Pre-Kindergarten program. Behavior charts, daily/weekly rewards, excessive use of time-out are examples of inappropriate practices. Examples of appropriate practices include: redirection, encouragement, problem solving, effective planning, smooth and engaging transitions.

5.0 Equipment, Materials, and Supplies

5.1 Maintenance

Pre-Kindergarten providers shall maintain appropriate equipment, materials, and supplies for each Pre-Kindergarten classroom.

5.2 Equipment, Materials, and Supplies

All programs **MUST** submit equipment, materials, and supplies purchase lists (Appendix J) to the Office of School Readiness for approval prior to purchasing. Classrooms must have all equipment, materials, and supplies listed in Appendix W. Technical Consultants will assist programs in the coordination of this process.

Note: Failure to obtain prior approval will result in withholding of funds.

5.3 Ownership of Equipment

After three consecutive years of operation, equipment, materials, and supplies are the property of the Pre-Kindergarten site. In the case of termination of the program prior to three years, either by the site or the OSR, equipment reverts to the OSR. **Within three years, if a site decides not to accept the OSR grant, all accumulated materials/equipment purchased with grant monies must be transferred to another OSR site in that county. Details regarding the transference of materials/equipment must be arranged between the previous OSR site and new OSR site, and monitored by the assigned technical assistant.**

5.4 Continuation Programs

After all required equipment, materials and supplies are in place, programs in the second year of operation and beyond may use OSR funds to purchase computer hardware and/or playground equipment with prior approval from the OSR.

6.0 Delivery of Services

6.1 Classroom Delivery

Each classroom shall have:

- Licensed space for 18 children - 35 square feet per child in one room.
- Enrollment of 18 children (full funding is based on a class of 18).
- Waiting list to fill any vacancies that may occur throughout the year.
- Two adults (lead teacher, teacher assistant, and/or substitute) present at all times during the 6.5-hour day, with the exception of the rest time.
- **Special needs children must have additional aids with them in the classroom if they require one-on-one individualized attention**
- Approved equipment, materials, and supplies.
- Age appropriate, **fenced-in**, playground available each day. Other opportunities for outside activities are encouraged (ex. trike trail, green space, gardens, etc.)

6.2 Program Delivery

The Pre-Kindergarten program shall provide 6.5 hours of children's program, five days per week, 175 days per year for eligible four-year-old children. Written lesson plans are required.

Using the Alabama Performance Standards as a guide, lesson plans should be based on age appropriate practice and include educational experiences in the areas of language, literacy, math, science, music and physical development.

6.3 Orientation

An on-site orientation for all teaching and administrative staff and families shall be provided within 20 working days of commencement of Pre-Kindergarten services for children. **See Appendix AA for suggested topics to cover during parent orientation.**

6.4 Licensing

The facility must hold a current license from the Department of Human Resources, (not required for programs administered by public school systems).

6.5 Accreditation

If you are an accredited site, please send accreditation documentation to OSR 30 days after your program begins. The Office of School Readiness encourages all sites to pursue accreditation.

6.6 Substitutes

The Pre-Kindergarten provider shall ensure that a substitute lead teacher and/or substitute teacher assistant is present and working when the regular teacher/s are absent, whether due to illness, required training or personal leave, etc. Long-term substitutes (i.e., lead teacher on maternity leave or extended leave longer than 3 weeks) should meet lead teacher requirements. **Each site is responsible for compensating all substitutes.**

6.7 Rest Time

In order to maximize activities, rest time should not exceed one hour per day except to address specific needs of individual children. During the one hour scheduled rest period a ratio of one adult providing direct supervision to 18 children is acceptable. ***ALL OSR Pre-K Programs MUST provide rest time and use cots during rest time rather than mats for the children (in compliance with DHR Minimum Standards).***

6.8 Other Program Components

Lunch, snacks, rest and supervised outdoor play are part of the Pre-Kindergarten program. Breakfast may be included at the discretion of the provider, but should be offered prior to initiation of the 6.5-hour day.

Note: Breakfast as part of the children's program (i.e., a language development time, a center-time activity, etc.) is permissible. No part of the day may be religious in nature. A moment of silence is acceptable. Activities religious in nature must take place outside of the 6.5-hour school day.

6.9 Program/Staff Hours

The 6.5 hours of children's program shall begin no earlier than 7:30 a.m., with hours of operation as delineated in the original approved application.

The remaining 1-hour of the lead teacher and teacher assistants 7.5-hour funded day should be used for a variety of Pre-Kindergarten program activities, such as parent conferences, meetings with Technical Consultant, planning, etc.

6.10 Transportation

Transportation services are not provided by OSR. However, individual sites that choose to provide transportation must adhere to local transportation guidelines, laws, and DHR Minimum Standards.

6.11 Extended Day (Before and After School Care)

The Office of School Readiness does not require or provide extended day services. Extended day services for Pre-Kindergarten children may be provided at the parent's expense. Income eligible families may receive services through the Department of Human Resources, Childcare Management Agency office or the Department of Family and Children's Services subsidized childcare.

6.12 Assessment

The Pre-Kindergarten provider shall ensure that child assessment procedures reflect appropriate practices for young children. Assessments should incorporate information from multiple sources, including health records, parental input, and child observations. Any assessment instruments used should be valid, reliable, culturally sensitive, and individually administered by trained personnel.

Some specific child assessment instruments will be required by OSR for standard assessment.

Note: Use of pass/fail criteria, report cards, or letter grades are inappropriate practices.

7.0 Program Fees

7.1 Children's Program Fees

All children must receive the same opportunities during the 6.5-hour program day. Fees may be charged but are not to exceed \$25/week, **WITH PRIOR APPROVAL FROM DCA/OSR**. Field trips are a part of the program. Therefore, field trips made during the day must be free and available to all children. Pre-Kindergarten funds may be used to provide field trips or other appropriate activities to children. If dance, art, or computer classes, for example, are included in the 6.5-hour day, they must be free and available to all Pre-Kindergarten children.

No fees may be required of any child for services needed to operate the children's program, such as registration, field trips, curriculum fees, classroom supplies, etc. Voluntary donations may be requested; however, no child may be denied access for lack of donation.

Note: The Pre-Kindergarten provider may charge additional fees for meals to children who do not qualify for free or reduced meal prices.

7.2 Extracurricular Activities

Families will choose whether or not to participate in extracurricular activities, such as school photographs, T-shirts, etc. Families may be charged fees for these extracurricular activities.

Note: If every Pre-Kindergarten child is photographed, this activity may occur during the program day.

7.3 Fee Structure

Documentation that explains the fee structure for non-Pre-Kindergarten program days (holiday/vacation times) for children, transportation (optional) and/or food services shall be given to each family. Copies of this documentation should be kept on file.

7.4 Uniforms

Centers with uniform policies may request that parents dress children in uniforms. Program Directors are urged to provide uniforms for those who cannot afford them or work with community resources to secure uniforms.

7.5 Graduation

Graduation for four-year-old children is not an appropriate activity. More appropriate activities include, but are not limited to: a field day, an open house, family/child picnic, dinner, etc.

8.0 Office of School Readiness Technical Assistance

8.1 Technical Assistant Support

The Technical Assistant will work closely with directors, teachers and assistants throughout the year and will be available for consultation purposes regarding questions about the program, problems with maintaining enrollment expectations, approval of equipment/materials/supplies requests, training needs, and other assistance.

Note: Reports are to be sent to the OSR, all other contact should be through your assigned technical assistant.

8.2 On-Site Evaluation

The Technical Assistant will conduct on-site monitoring and evaluate program progress during random visits throughout the year. During these visits assessments (i.e. ELLCO) will be compiled by the Technical Assistant and records to be kept on site will be verified. Stipulations with time-lines and recommendations will be developed for each site. Stipulations will require action; recommendations are strongly advised. Repeated violations of stipulations will be used to determine continuation of funding. A continuation of low scores on program assessments may result in a loss of funding.

Programs that continue to have unresolved programmatic problems or ongoing childcare licensing issues, despite technical assistance, might have their contract denied or cancelled.

PERSONNEL AND TRAINING

9.0 General Personnel and Training Information

9.1 Criminal background Checks

All Pre-Kindergarten program personnel must have had a satisfactory criminal background check and fingerprinting (regardless of the “grandfather clause”), with documentation on file with the provider. **Providers must** forward a copy of approval **OR** the criminal background application to OSR 30 days after the program begins or the teacher(s) are hired. Criminal background checks are also required of substitute teachers (*see DHR minimum standards*). Volunteer parents **MAY NOT** be left in the classroom unsupervised by classroom personnel.

9.2 Employees

All Pre-Kindergarten program personnel are employees of the Pre-Kindergarten provider, not the State of Alabama.

10.0 Lead Teachers

10.1 Days of Service

All lead teachers are funded for 182 days of service (175 days of classroom instructional services and 7 days of pre/post planning and/or staff training).

Note: If a Pre-Kindergarten provider requires teachers to work more than 182 days, the provider cannot use Pre-Kindergarten program funds for this expense.

10.2 Age Requirement

All lead teachers must be at least 21 years of age or older.

10.3 Certification Requirements

Lead teachers must be certified in Early Childhood Education, Elementary Education with a P-3 add on (*all Pre-K staff hired as OSR **lead** teachers prior to January 1, 2006 may be grandfathered into this requirement if they possess an Elementary Education degree*), have a 2- Year Child Development Degree and B.A. in Education, B.S./B.A. or Graduate degree in Early Childhood Education, OR a B.S. in Early Childhood Development or Human Environmental Science with a concentration in Child Development. Credentials must be submitted to OSR for verification no later than October 1. Experience and/or course work for Elementary Certification must be submitted for approval before hiring.

10.4 Lead Teacher Salary

Lead Teacher salary must be based upon the Alabama Department of Education Teacher Salary Schedule. (See Appendix V)

11.0 Auxiliary Teachers

11.1 Days of Service

All teacher assistants are funded for 182 days of service (175 days of classroom instructional services and 7 days of pre/post planning and/or staff training).

Note: If a Pre-Kindergarten provider requires teacher assistants to work more than 182 days, the provider cannot use Pre-Kindergarten program funds for this expense.

11.2 Employment Requirements

A teacher assistant must meet all of the following minimum requirements:

- Be at least 19 years of age.
- Possess a high school diploma or its equivalent.
- Possess a Child Development Associate Certificate (CDA) and/or appropriate course work in the field of Early Childhood or Child Development (approved by the OSR) and appropriate experience (at least 12 months working in an early childhood or other OSR approved setting).

Certificates, experience and/or course work must be submitted to OSR for approval before hiring.

11.3 Assistant Salary

A minimum salary of \$14,000 is required for assistants.

12.0 Training Requirements

12.1 Attendance at Training

All levels of administrative, teaching and support staff are required to attend training offered or approved by the Office of School Readiness. Teachers and assistants must attend a minimum of 40 hours of training each year. Training for the chosen curriculum is required.

Note: Documentation of training hours must be kept on file by certificates of attendance

12.2 Importance of Training

In order to maintain quality-teaching standards, annual training is required for all staff directly associated with the Pre-Kindergarten program. Technical Consultants will verify attendance of staff at training sessions. Failure of providers and their staff to participate in training during the school year will place their program in noncompliance and may jeopardize future funding.

12.3 Intent of Teacher Training

The Office of School Readiness offers multiple training opportunities for Pre-Kindergarten teachers/assistants. This training is not designed or intended to prepare personnel to become Pre-Kindergarten teachers. Training is intended to increase the skills and knowledge of teaching staff already prepared to teach in the Pre-Kindergarten program.

12.4 Training Reimbursement to Staff

The provider shall ensure that Pre-Kindergarten funds are used to pay for substitutes and costs associated with staff travel (subsistence, mileage, etc.) to all required state training sessions. In addition, the providers shall reimburse staff for salaries and expenses incurred while attending required state training sessions.

FUNDING

13.0 Contract Notification and Initial Budgets

13.1 Awarding of Contracts

Contracts will be awarded to Pre-Kindergarten providers through a competitive process, subject to funding availability, previous program compliance (for continuation programs), and identified regional need. Programs for FY 2005-2006, **and any programs thereafter**, will be provided funding for 4 years based on the availability of funding and adherence to OSR recommendations and stipulations. **AFTER THE FOURTH YEAR**, no current program will be eligible to receive OSR funds UNLESS there is universal Pre-K.

13.2 Notification and Contract Awards

All approved programs receive written notification.

13.3 Class Budgets

Classes with enrollments of 18 students receive full funding. Classes with less than full enrollment are subject to cancellation at the discretion of the Office of School Readiness. **Budgets for the upcoming year should be submitted to OSR no later than September 1.**

13.4 Contract Signatory

The legal signatory for the program entity must sign the contract.

13.5 Disbursement of Funds

Funds to Pre-K programs will be disbursed in three equal payments, subject to the availability of funds. Anticipated disbursements of funds will be made at the end of October, January, and May.

13.6 Budget Guidelines

The following items may be included in your budget for OSR funds:

- Salaries for teacher and assistant
- Benefits for teacher and assistant
- Substitutes
- Training (including travel and lodging)
- Consumable and Instructional Materials and Supplies
- Equipment (classroom furnishings)
- Field Trips
- Parent Programs
- Home Visits (travel)
- Health Supplies
- Janitorial Supplies
- Safety Enhancement
- Administrative Time (no more than 6%)
- Utilities (maximum \$1,000)

The following items **MAY NOT** be included in your budget for OSR funds:

- Transportation (except for field trips)
- Vehicles
- Construction
- Video Equipment (televisions, VCRs, monitoring equipment)
- Space Rent
- Tuition for Children
- Computer Hardware (except for continuation programs with prior approval)
- Playground Equipment (except for continuation programs with prior approval)

If there are any items that you would like to include that are not listed or for any questions that you may have, please contact your Technical Assistant. Decisions on these items will be made individually.

Note: ALL budget changes require prior approval from the OSR.

NON-COMPLIANCE

Failure to adhere to any of the above Operating Guidelines will result in the withholding of funds or termination of the program.

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Alabama Pre-Kindergarten Program Parent Contract

Name of Program: _____ County: _____

The intent is for your child to gain the greatest possible benefits from this preschool experience.

As space is limited, selection to the program is a privilege that requires parental responsibilities. Each parent is asked to carefully consider the following requirements for participating in the program. Your signature will acknowledge that you understand and agree to abide by these guidelines.

I agree to:

1. Attend an orientation session at the beginning of the school year.
2. Attend one scheduled parent conference each semester resulting in two conferences per school year.
3. Meet with my child's teacher in my home if requested to do so.
- 4. Attend 6 hours of Family Enrichment Workshops per school year.**
5. Have my child at school by _____ a.m. (Children will not be admitted into the building before _____ a.m.)
6. Pick up my child at _____ p.m. (Children must be picked up no later than _____ p.m.)
7. Send a written excuse to my child's teacher for every absence.
8. Work cooperatively with my child's teacher by agreeing to follow the Discipline Policy.
9. Assume responsibility for my child's conduct.
- 10. Submit all appropriate forms and documentation to site location by given deadlines.**
11. Give permission to the Alabama Office of School Readiness to track the academic performance of my child for the next three years (pre-k through second grade).
12. Give permission to the Alabama Office of School Readiness to photograph my child engaged in instructional activity for OSR reports and publications (identifiable information **will not** accompany my child's photograph in OSR publications).

I understand that failure to comply with any of these guidelines will result in my child's dismissal from the Pre-Kindergarten Program.

Child's Name

Parent's Signature

Date

Appendix B
Office of School Readiness -- Alabama Pre-Kindergarten Program
Site Budget Form
(Standardized)

Date: _____

Name of Program: _____

County: _____

| Approved Budget Category | Approved Budget Amt. | Actual Cost |
|---|----------------------|-------------|
| Personnel | | |
| Fringe Benefits | | |
| Travel (includes lodging) | | |
| Training | | |
| Administrative Supplies (includes janitorial & health supplies) | | |
| Classroom Equipment | | |
| Field Trips | | |
| Instructional Materials | | |
| Parent Program | | |
| Other | | |

To be turned in at the beginning of the fiscal year, and with Mid- and End-of-Year- Reports

Office of School Readiness
Alabama Pre-Kindergarten Program
Demographic Information on Pre-Kindergarten Sites

| | |
|--|--|
| Name of Site: | |
| County: | |
| Physical Address: | |
| Fiscal Address: | |
| Name of Contact Person 1: Title of Contact Person: Phone Number: Email: Fax: | |
| Name of Contact Person 2: Title of Contact Person: Phone Number: Email: Fax: | |
| Number of Years in Operation: (OSR Pre-K) | |
| Start Up Date: | |
| Child Selection Procedure Utilized: | |
| Amt. Parent Fees Charged: | |
| Hours of Operation: (a.m.- p.m.) | |
| NAME of Lead Teacher: Credentials: | |
| NAME of Auxiliary Teacher: Credentials: | |
| Selected Curriculum: | |
| Accreditation Status: | |
| Ending Date for Year: | |

Office of School Readiness
Alabama Pre-Kindergarten Program
Teacher Demographic Information Form

Program Name: _____ County: _____

Contact Person: _____ Telephone Number: _____

Lead Teacher:

Name of Degree _____

Date of Employment with Site: _____

Date of Employment with OSR Pre-K Program: _____

Years in teaching profession _____

Years teaching pre-kindergarten in professional career: _____

Date of termination from OSR Pre-K Program: _____

Reason for termination: _____

Auxiliary Teacher:

Name of Degree _____

Date of Employment with Site: _____

Date of Employment with OSR Pre-K Program: _____

Years in teaching profession _____

Years teaching pre-kindergarten in professional career: _____

Date of termination from OSR Pre-K Program: _____

Reason for termination: _____

Office of School Readiness
Alabama Pre-Kindergarten Program
Parent Orientation Verification

Program Name: _____ County: _____

Contact Person: _____

Telephone Number: _____

Date of Orientation: _____ Number in Attendance: _____

Brief Summary of Orientation:

- ☐ Attach copy of orientation agenda
- ☐ Attach copy of orientation sign-in sheet

Orientation Verification must be submitted by the 30th day of program operation to:

Department of Children's Affairs
Office of School Readiness
P.O. Box 302755
Montgomery, AL 36130-2755
Fax: (334) 223-0712

NOTE: Copies of all forms should be kept on file

Alabama Office of School Readiness Pre-Kindergarten Program Parent Orientation Sign-In Sheet

Program Name: _____ County: _____

Contact Person: _____

Telephone Number: _____ Date of Orientation: _____

NOTE: Parent Orientation must be provided within 20 working days of commencement of Pre-Kindergarten services.

[illegible]

NOTE: All sign-in sheets should be kept on file

Alabama Office of School Readiness
Pre-Kindergarten Program
Eligibility and Affirmation for TANF Services

Child's Name _____ County _____

Name _____ SSN _____

Street _____ Phone # _____

City _____ State _____ Zip Code _____

Are you a parent of a child under 19? Yes ☐ No ☐ Do you have any related children under 19 living with you? Yes ☐ No ☐ If no to both questions, you not eligible for TANF services. If either answer is yes, go to the next section.

If you answer yes to any one of the questions from 1 to 7, skip to the Affirmation.

1. Do you receive Family Assistance benefits from the Department of Human Resources? Yes ☐ No ☐
2. Do you receive Food Stamp benefits? Yes ☐ No ☐
3. Do you or your children receive Medicaid benefits or All Kids? Yes ☐ No ☐
4. Does your child(ren), under age 19, living with you, participate in the reduced or free lunch program at school? Yes ☐ No ☐
5. Do you receive help with the cost of childcare for your child(ren) through the Childcare Management Agency or JOBS? Yes ☐ No ☐
6. Does your child(ren) attend Head Start? Yes ☐ No ☐
7. Do you or your child(ren) receive WIC? Yes ☐ No ☐

If the answer is yes to any of the above questions, your family is eligible for TANF services. If all the answers to the above questions are no, use the chart below to determine correct family size include parent(s) and/or related caretaker(s) and children under 19 who live together. Circle the correct family size on the chart below.

| Size of Family Unit* | Gross Monthly | Gross Annual |
|----------------------|---------------|--------------|
| 1 | \$1,497 | \$17,960 |
| 2 | \$2,020 | \$24,240 |
| 3 | \$2,544 | \$30,520 |
| 4 | \$3,067 | \$36,800 |
| 5 | \$3,590 | \$43,080 |
| 6 | \$4,114 | \$49,360 |
| 7 | \$4,637 | \$55,640 |
| 8 | \$5,160 | \$61,920 |

*For family units with more than 8 members and \$524 monthly or \$6,280 annually for each additional member.

Enter the name and gross income from wages and/or salary for each family member who is 19 or over.

| Family Member | Monthly Gross Income from Wages/Salary | Annual Gross Income from Wages/Salary |
|---|--|---------------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| Total Family Gross Monthly/Annual Income from Wages and/or Salary listed above. | | \$ |

Family is income eligible for TANF services? Yes ☐ No ☐

AFFIRMATION: I certify under penalty of perjury that the information given above, including family size and gross income, is correct and true to the best of my knowledge. I understand that if I give incorrect/misleading information, I may have to pay for services that I received during my ineligibility.

Client Signature _____ Date _____

Witness if Signed by X _____ Date _____

Case Manager _____ Date _____

Alabama Office of School Readiness
Pre-Kindergarten Program
OSR Report Form

Program Name: _____ County: _____

Contact Person: _____

Telephone Number: _____ Report Month: _____

Enrollment

Number enrolled during current report month: _____

Parent Participation

Number of Family Enrichment Activities/Workshops during current report month: _____

| Date | Topic | Number Attending | Credited Hours |
|------|-------|---------------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |

- ☐ Attach any information (hand-outs, etc.) used at Family Enrichment Activities/Workshops
- ☐ Attach Family Enrichment sign-in sheet

Task Force Meetings

Date of meeting: _____ Number in attendance: _____

- ☐ Attach copy of meeting agenda
- ☐ Attach copy of meeting minutes

TANF Verification

Number of TANF children during current month: _____

Names of TANF children for the current month:

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Report must be submitted by the last day of each reporting month to:

Department of Children's Affairs
Office of School Readiness
P.O. Box 302755
Montgomery, AL 36130-2755
Fax: (334) 223-0712

NOTE: Copies of all forms should be kept on file

Appendix I

Office of School Readiness -- Alabama Pre-Kindergarten Program

Child Demographic Form

Program Name: _____ County: _____

Contact Person: _____ Telephone Number: _____

Report Month: _____

Class Data

[illegible]

Appendix I

Please list any child(ren) that has withdrawn or was dismissed during this reporting period:

| CHILD'S NAME | WITHDRAWAL DATE | DISMISSAL DATE | REASON FOR WITHDRAWAL/DISMISSAL |
|--------------|-----------------|----------------|---------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Explain any child disabilities noted on [previous page](#):

| CHILD'S NAME | TYPE OF DISABILITY |
|--------------|--------------------|
| | |
| | |
| | |
| | |

**Office of School Readiness
Alabama Pre-Kindergarten Program
Supply Purchase List**

| | | | |
|-------------------------|--|-------------------|--|
| Program Name: _____ | | County: _____ | |
| Contact Person: _____ | | | |
| Telephone Number: _____ | | Fax Number: _____ | |

NOTE: Any materials NOT listed in Appendix W MUST be approved by the assigned technical assistant PRIOR to purchasing.

| Equipment/Materials/Supplies | Purpose/Use | Quantity | Price |
|------------------------------|-------------|----------|-------|
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Approved By: _____ Date: _____

Office of School Readiness
Alabama Pre-Kindergarten Program
Physical Examination Form

To be completed by child's physician

Name _____ Birthdate _____

Date _____ HT _____ = _____ % WT _____ = _____ % BP _____

Eyes _____ Ears _____

Nose/Throat _____ Teeth _____

Heart _____ Circulation _____

Lungs _____

Skin _____ Nutrition _____

Special Conditions:

Allergies _____

Daily Medications _____

Other _____

Examined By: _____ Phone Number: _____

Address: _____

Appendix L

Office of School Readiness – Alabama Pre-Kindergarten Program ANNUAL STUDENT HEALTH SCREENING RECORD PRE-K – 4TH GRADE

To be completed by Child's Physician

Name _____ D.O.B. ____/____/_____
 Last First Middle
 Homeroom/Section _____ Teacher _____ Grade _____
 Name of Health Insurance _____ Insurance # _____ Child's Soc. Sec.# _____
 Temp _____ Pulse _____ Respiration _____
P = Passed F = Failed * = See Note

| VISION | HEARING | DENTAL | HEIGHT/WEIGHT |
|--|--|--|---|
| Date _____ Circle one: P F Signature _____ _____ Date _____ Circle one: P F Signature _____ _____ | Date _____ Circle one: P F Signature _____ _____ Date _____ Circle one: P F Signature _____ _____ | Date _____ Comments: _____ _____ _____ Signature _____ | Date _____ Inches _____ Pounds _____ Comments: _____ _____ Signature _____ |
| Comments: Correction Obtained: Date _____ Correction Obtained: Date _____ Signature _____ | Comments: Correction Obtained: Date _____ Correction Obtained: Date _____ Signature _____ | Additional Notes _____ _____ _____ _____ | Additional Notes _____ _____ _____ _____ |

Alabama Office of School Readiness
Pre-Kindergarten Program
Health Screening and Physical Exam Parent Report

To be completed by child's physician **OR** site director

SCHOOL: _____

STUDENT NAME: _____

SCHOOL YEAR: _____

Your child has been screened for:

| SCREENING: | DATE: | RESULTS: |
|----------------------------|--------------|--|
| _____ Hearing _____ Passed | _____ | _____ Needs an exam by medical doctor. |
| _____ Vision _____ Passed | _____ | _____ Needs an exam by medical doctor. |
| _____ Dental _____ Passed | _____ | _____ Needs an exam by a dentist. |
| _____ Height _____ Passed | _____ | _____ Needs an exam by a medical doctor. |
| _____ Weight _____ Passed | _____ | _____ Needs an exam by a medical doctor. |
| _____ B/P _____ Passed | _____ | _____ Needs an exam by a medical doctor. |

Explanation:

Results of Physical Examination:

PLEASE COMPLETE AND RETURN THE FOLLOWING INFORMATION BELOW TO YOUR SCHOOL NURSE.

Referral Resources:

_____ Yes, I need the name and telephone number of a local doctor.
 _____ Yes, I need the name and telephone number of a local dentist.
 _____ Yes, I need the name and telephone number of a local eye doctor.

Health Insurance:

_____ Yes, I have health insurance. Name of Insurance _____ # _____.
 _____ Yes, I have ALL KIDS Insurance. Number: _____.
 _____ Yes, I have Medicaid. Number: _____.
 _____ Yes, I have Alabama's Child Caring Foundation Insurance. Number: _____.
 _____ Yes, I need financial assistance.

Parent/Guardian

Mailing Address

City, State, Zip Code

Telephone

Child's Teacher

Grade

Office of School Readiness
Alabama Pre-Kindergarten Program
Mid-Year Report

Please send your responses to the following questions to the OSR by **January 31st**. Describe, in detail, your efforts and experiences within each of the following areas. This information will be used to help us assess our efforts for the upcoming year.

General Program Operations

- What is the name of your program?
- List all of the staff members that are involved with the operation of your OSR program? (Please list names, titles, # hours/week involved with program; job status – volunteer or paid)
- What are the daily hours of program operation?
- How many students were enrolled during each month of the program?

Services Information

- What health services does the program provide to the Children?
- Who provides such services?
- What support services are offered through the program to the children and their families?
- Who provides such services?

Instructional Services Curriculum

- How much training has program staff received on the curriculum implemented?
- What components of the curriculum are most challenging for program teachers to implement? What components are the easiest to implement?
- How many conferences were held with each of the parents?
- How many home visits were conducted with each parent/child?
- Did your program have parent orientation at the beginning of the school year?
- What have been some observations and comments of the parents?

OSR Technical Assistance

- How many times did the OSR technical assistant visit your site?
- How useful were the recommendations and information that the technical assistant shared with you?
- What were strengths of the technical assistant?
- What were weaknesses of the technical assistant?
- Give any additional comments that you have concerning the OSR technical assistant.

Personnel and Training

- What experiences have program teachers had in teaching four-year olds?
- List all staff accomplishments that occurred during the operation of the program.

Collaborative Task Force

- How many collaborative task force meetings were held during the operation of the program?
- What representatives attended the above meetings?
- What were the outcomes of the meetings?
- What lessons were learned during the collaborative task force effort?
- What are the strengths and weaknesses of the task force?
- What are the advantages and disadvantages of meeting with the collaborative task force?
- What new partners were brought to the table?
- What have the program and children gained as a result of the collaborative task force?
- Attach minutes of the Collaborative Task Force meetings if at all possible.
- Give any additional comments that you have concerning the collaborative Task Force.

Assessment

- Were child assessments conducted during the program?
- If so, what kind of an assessment was conducted?
- Who conducted the assessments?
- What were the results of the assessment?
- What are advantages and disadvantages of the assessment method that you used?

Mentorship

- Provide a list of the programs that you assisted in your county.
- How did you assist the above-mentioned programs?
- Where were the outcomes of your assistance?

Other

- What are problems that were encountered during the operation of the program?
- What were special activities that occurred during the operation of the program?
- Share success stories and areas in need of improvement for next year.

Financial Report

- List and provide documentation of program expenditures.

Office of School Readiness
Alabama Pre-Kindergarten Program
Mid-Year Teacher Training Verification

Program Name: _____ County: _____

Contact Person: _____

Telephone Number: _____

Mid-Year Teacher Training Report (must be submitted with Mid-Year Report)

| Date | Topic of Training | Name/Position of Attendant | Credited Hours |
|------|-------------------|----------------------------|----------------|
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Note: Certificates of attendance must be kept on file

Alabama Office of School Readiness Pre-Kindergarten Program End-of-Year Report

Instructions: Two (2) copies of the final report are due within 30 days after the project has ended. If a delay in submitting the final report is expected, the grantee should notify the OSR Director.

The final report should review and highlight all activities that occurred during the implementation phase of the pre-kindergarten program. It is important to include final outcome measurements that are keyed to the performance measurements in the approved grant.

Name of Project: _____

County: _____

Fiscal Year: _____

I. Background

Describe need for program. What problems did you hope to solve when you applied for state funding?

II. Activities

Describe program activities. Describe in detail what happened during this grant cycle, and explain how you implemented program activities. If there were significant changes to your program since you began, or if the program was implemented differently than described in your original proposal, please describe those changes here. If you hired consultants, list credentials and define exactly what they were paid to do for the program.

III. Project Outcomes

List Program outcomes. Provide any statistical information that helps document the outcomes of your program. It is very important to gather this kind of information so that your organization and OSR can document our successes.

Outputs measure the specific number of actions taken or the number of people directly affected by your activities. Outcomes measure the longer-term results of your activities. For example, a literacy training project organized three training classes. 50 people attended regularly, and 25 people are now able to read as a result of the training classes.

Outputs: 3 classes organized, 50 people attended

Outcomes: 25 people can now read.

In addition to output and outcome measures, write an explanation of how your project has impacted the problems you were trying to solve. Were there unexpected benefits?

IV. Problems Encountered

Describe problems encountered. What would you do differently if you were starting this program again? Describe any major problems that may have occurred during the implementation of your program. Knowing the types of difficulties you encountered and how you resolved them will be helpful to other grantees that may be interested in replicating your program.

V. Program Continuation and Sustainability

Describe plans for sustainability. Describe whether and how you intend to continue program activities after the end of the OSR grant period. Will the program continue with other funding, and if so, what other sources of funds have been identified? If the program is to be discontinued, has it served its purpose, or is there still a need to solve the problems that you were addressing? What additional steps are being taken to obtain resources needed to continue the project?

VI. Conclusions and Recommendations

Describe lessons learned during the implementation of the project. Include a review of ways that your experience may be helpful to others.

VII. Describe Successes

VIII. Attachments

Attach any material that helps to describe your project and documents your success, such as photographs, program data charts, news clippings, maps, videotapes, or website addresses. Also please attach copies of any written evaluations that may have been completed for your project. Include a final program expenditure form as well as the End-of the Year Teacher Training Verification form (Appendix 0 – OSR Operating Guidelines).

Two (2) Copies of the report must be submitted within 30 days after the project has ended to:

Department of Children's Affairs
Office of School Readiness
P.O. Box 302755
Montgomery, AL 36130-2755
Fax: (334) 223-0712

Office of School Readiness
Alabama Pre-Kindergarten Program
End-of-Year Teacher Training Verification

| |
|-----------------------------------|
| Program Name: _____ County: _____ |
| Contact Person: _____ |
| Telephone Number: _____ |

End-of-Year Teacher Training Report (must be submitted with End-of-Year Report)

| Date | Topic of Training | Name/Position of Attendant | Credited Hours |
|------|-------------------|----------------------------|----------------|
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Note: Certificates of attendance must be kept on file

Office of School Readiness
Alabama Pre-Kindergarten Program
Parent Conference Verification

Program Name: _____ County: _____
Contact Person: _____
Telephone Number: _____

Mid-Year Parent Conference (held before January 31st)

Child's Name: _____ Date of Parent Conference: _____

Parent/Guardian Name: _____ Relationship to Child: _____

Parent/Guardian Name: _____ Relationship to Child: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

End of Year Parent Conference

Child's Name: _____ Date of Parent Conference: _____

Parent/Guardian Name: _____ Relationship to Child: _____

Parent/Guardian Name: _____ Relationship to Child: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Parent Conference Verification must be submitted by the last day of program operation to:

Department of Children's Affairs
Office of School Readiness
P.O. Box 302755
Montgomery, AL 36130-2755
Fax: (334) 223-0712

NOTE: Copies of all forms should be kept on file

Office of School Readiness
Alabama Pre-Kindergarten Program
Family Enrichment Sign-In Sheet

Program Name: _____ County: _____

Contact Person: _____

Telephone Number: _____ Date of Workshop/Activity: _____

Topic: _____ # Credit Hours for Workshop: _____

NOTE: Families must participate in a **minimum of 6 hours** of Family Enrichment Activities/Workshops each program year.

[illegible]

Total Number of Parents that attended Workshop: _____

NOTE: All sign-in sheets should be kept on file

Appendix T

Office of School Readiness – Alabama Pre-Kindergarten Program Log of Parent Involvement/Enrichment Hours

Program Name: _____ County: _____

Contact Person: _____ Telephone Number: _____

| NAME OF PARENT/Name of Child | | # hrs. Oct. | # hrs. Nov. | # hrs. Dec. | # hrs. Jan. | # hrs. Feb. | # hrs. March | # hrs. April | # hrs. May | # hrs. June | # hrs. July |
|------------------------------|--|----------------|----------------|----------------|----------------|----------------|-----------------|-----------------|---------------|----------------|----------------|
| 1. | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| 3. | | | | | | | | | | | |
| 4. | | | | | | | | | | | |
| 5. | | | | | | | | | | | |
| 6. | | | | | | | | | | | |
| 7. | | | | | | | | | | | |
| 8. | | | | | | | | | | | |
| 9. | | | | | | | | | | | |
| 10. | | | | | | | | | | | |
| 11. | | | | | | | | | | | |
| 12. | | | | | | | | | | | |
| 13. | | | | | | | | | | | |
| 14. | | | | | | | | | | | |
| 15. | | | | | | | | | | | |
| 16. | | | | | | | | | | | |
| 17. | | | | | | | | | | | |
| 18. | | | | | | | | | | | |
| 19. | | | | | | | | | | | |

To be turned in with Mid-and End-of-Year Reports

Office of School Readiness Alabama Pre-Kindergarten Program Lending Library Form

Name of Program: _____ County: _____

Name of Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Please fill in the Resource # and Title/Description of items being requested.

| Resource# | Title/Description | Date Checked Out | Date Due |
|-----------|-------------------|------------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
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The Office of School Readiness is pleased to be able to provide the Lending Library as a service to all Alabama Pre-Kindergarten Programs.

In order for everyone to be able to utilize the materials and resources that are available, we ask for your cooperation in adhering to the following rules. Please read and sign this agreement.

1. A signed agreement must be submitted to the Office of School Readiness (OSR) each time any program wishes to borrow items from the Lending Library.
2. All items borrowed must be returned to the OSR in good condition on the date due. No additional items may be checked out if overdue items are on file with the Alabama Pre-Kindergarten Program Lending Library. If damage to an item is found when the item is returned, you will be assessed a replacement cost. This must be paid before other items can be checked out.
3. All items checked out with this agreement are due back to the Office of School Readiness two weeks after the checkout date. If items are late, programs will lose the privilege to check out additional material.

This agreement entitles me to use the resources from the Alabama Pre-Kindergarten Program Lending Library. I have read and understand the guidelines and agree that I am responsible for items that I check out. I will pay for any damages resulting from my use of these materials.

Signature: _____

Date: _____

Signature of OSR Representative: _____ Date: _____

Please fax or mail this request to:
Alabama Pre-Kindergarten Program Lending Library
P.O. Box 302755
Montgomery, AL 36130-2755
Fax: (334) 223-0712

Office of School Readiness
Alabama Pre-Kindergarten Program
Alabama State Dept. of Education Teacher Salary Schedule

To be Updated

FY2005 Foundation Program

State Minimum Salary Schedule

Classroom Teachers

Public School Experience - 182 Day Contract

| | Bachelor | Master | 6-Year | Doctoral | Non-Degree |
|----------|----------|--------|--------|----------|------------|
| | BS | MS | 6Y | DO | ND |
| < 3 yrs | 31,310 | 36,310 | 38,825 | 41,643 | 31,310 |
| < 6 yrs | 34,440 | 39,606 | 42,705 | 45,805 | 34,440 |
| < 9 yrs | 35,948 | 41,340 | 44,587 | 47,810 | 35,948 |
| < 12 yrs | 36,430 | 41,895 | 45,174 | 48,453 | 36,430 |
| < 15 yrs | 37,092 | 42,654 | 45,984 | 49,333 | 37,092 |
| < 18 yrs | 37,938 | 43,629 | 47,043 | 50,456 | 37,938 |
| < 21 yrs | 38,428 | 44,191 | 47,650 | 51,109 | 38,428 |
| 21+ yrs | 38,918 | 44,757 | 48,259 | 51,762 | 38,918 |

The anniversary date of experience shall be used to determine the appropriate step for experience.

An employee is entitled to pay for an advanced degree in the monthly pay period that begins after the State Superintendent recognizes the advanced degree. If the contract period has ended, the increase in pay will become effective with the first pay period of the next contract. The advanced degree must be earned from a regionally accredited institution.

Office of School Readiness

Alabama Pre-Kindergarten Program

Required Equipment, Materials & Supplies

Priority One: (must be included in all classrooms the first year of operation)

- Round, rectangular or kidney shaped tables; two or three tables are usually enough; children are comfortable working/playing on carpeted floors
- Child-sized chairs (*kindergarten size is usually best; some four year olds are tall!*)
- Large, colorful carpet for large group gathering and block play
- Rest mats
- Low shelves for storage and use as room dividers
- Storage containers for materials, multi-sized, preferably clear
- Storage for children's possessions
- Unit blocks, starter set
- Variety of small blocks such as: legos, bristle, wood, cardboard bricks, building logs, Duplo, small wood, waffle and etc. (*Minimum of 4 sets*)
- Block play props such as: set of small vehicles, multi-cultural people figures, career people figures, traffic signs, animal figures, steering wheels and etc. (*Minimum of 8 sets*)
- Variety of puzzles; include puzzles with many different subjects and number of pieces, floor puzzles, 3-D puzzles and etc. (*Minimum of 12 puzzles*)
- Variety of manipulatives such as: gears, pattern blocks and cards, pegs and peg boards, shape, picture and letter templates, sorting sets, beads for stringing, counters (ex. Multi-colored-sized bears, unifix cubes, animals, shapes), 3-D letters and numbers, tactile materials, stacking toys, parquetry blocks, magnetic play set, geoboards, balance scale, magnetic marbles and wand and etc. (*Minimum of 10 sets*)
- Wide variety of children's books; include rhyming alliteration, predictable, informational, classics, award winners, nursery rhymes, poetry (*Minimum of 36 books, either classroom or from a library*)
- Variety of big books (*Minimum of 6*)
- Class/child made books, photo books of class trips or events
- Pillows, rug, child sized rocker or beanbag chairs for reading area
- Rhyming, alphabet, number puzzles, games and pictures
- Dramatic play kitchen set
- Dramatic play home props such as: dishes, pots and pans, eating and cooking utensils, food containers, plastic food sets, empty food containers, small appliances with cords cut, dress-up clothes, shoes, purses, hats, mirror, place mats, measuring cups, spoons, graduated size mixing bowls, glasses, broom, mop, vacuum cleaner, hair dryer, curling iron, notepads, writing instruments, books, magazines, telephones and telephone book (*parents and others will donate many of the listed items; "real" items work well*)
- Variety of dolls

- Furniture for dolls
- Variety of paint (tempera, finger, water color), crayons (“fat” and small), markers, colored pencils and other drawing/painting media
- Paper in a variety of sizes, shapes, weight, texture, colors
- Double easel
- Paint brushes, sponges, sponge brushes and other painting instruments
- Paint cups
- Art aprons
- Stencils
- Glue
- Play dough/clay
- Clay cutters and other clay play equipment
- Children’s scissors
- Variety of materials for children’s creating such as: sequins and spangles, paper shapes, yarn, string, ribbon, felt, paper and fabric scraps, wallpaper samples, wiggly eyes, lace, chenille strips, glitter, pom poms, staplers (*minimum 3*) and hole punchers (*minimum 5*)
- Variety of tape such as: masking, clear, colored, plastic
- Staplers, (*3*)
- Hole punchers, at least (*5*)
- Sidewalk chalk
- White and colored drawing chalk
- Cassette/CD player
- Variety of music tapes/CDs for children (*minimum 10*)
- Children’s musical instruments school-made or purchased (*set of 10*)
- Materials for writing center/area such as: pencils, pens, markers, crayons, old computer keyboard, catalogs, office forms, “junk” mail, telephones, guest checks, receipt books, order forms, children’s name cards, variety of paper and any other items that entice children to “write”
- Paper, notebooks, pads and writing instruments to be placed in all centers/areas
- Gross motor materials such as: balls, streamers, parachute, riding toys, hoops, large balls/bats, short basketball goal, ring toss, folding tent, and wagons

*Note: Always include upper and lower case in alphabet sets

Priority 2: (may be added after priority 1 requirements are met)

- Additional unit blocks
- Hollow blocks
- Additional block sets
- Large vehicles for block play
- Sand and Water table(s)

- Sand and Water play toys such as: buckets, cups, measuring cups, sifter, funnel, tubing, sponges, small cars, trucks, squeeze bottles, spray bottles, boats, dishwashing liquid, variety of molds including alphabet and numbers
- Variety of puppets
- Puppet stage
- Stuffed animals
- Flannel board and materials
- Magnetic board and a variety of magnets
- Dry erase board and markers
- Additional dramatic play props
- Additional manipulatives
- Additional materials for creating in Art
- Drying rack
- Additional “found” materials
- Additional paint and play-doh/clay colors
- Pipe works
- Child sized sofa and chair
- Play house, farm garage and etc.
- Tool box, tools, workbench, safety glasses
- Additional dolls and doll accessories
- Canister set
- Tablecloth
- Luggage
- Additional dress-up props
- Play mats such as: town, farm, zoo, and etc.
- Additional colorful rugs
- Chart rack

Office of School Readiness
Alabama Pre-Kindergarten Program
Time Line

| STATUS | TASK | DATE |
|--------|--|--|
| | Parent Contracts Signed | During enrollment |
| | Pre-K Code of Student Behavior- Notice of Receipt | During Enrollment |
| | Classroom Budget (standardized form) | October 3 and with Mid- and End-of-Year Reports |
| | Site Demographic Information Sheet | October 3 |
| | Teacher Demographic Information Form | October 3 |
| | Parent Orientation Verification Form Parent Orientation Sign-In Sheet | 30 days after program starts |
| | Planned Parent Activities for the Year | 30 days after program starts |
| | Copies of Staff Background Checks | 30 days after program starts |
| | Original TANF forms | 30 days after program starts |
| | Accreditation Documentation | 30 days after program starts or soon after it is granted |
| | OSR Report Form | Last day of August, November, February, and May |
| | Child Demographic Form | Last day of August, November, February, and May |
| | Supply Purchase List | Ongoing (as needed) |
| | Physical Examination Form | 30 days after program starts |
| | Student Health Screening Record | Attach to Mid-Year Report |
| | Mid-Year Report | Last day in January |
| | Mid-Year Teacher Training Verification Form | Attach to Mid-Year Report |
| | Health Screening and Physical Exam Parent Report | Attach to Mid-Year Report |
| | End-of-Year Report | 30 days after end of program |
| | End-of-Year Teacher Training Verification Form | Attach to End-of-Year Report |
| | Parent Conference Verification | Attach to Mid- and End-of-Year Reports |
| | Family Enrichment Sign-In-Sheet | Attach to Mid- and End-of-Year Reports |
| | Parent Involvement/Enrichment Hours Log | Attach to Mid- and End-of-Year Reports |
| | OSR Lending Library Form | As Needed |
| | Parent Surveys | Before Last Day of Class |

Office of School Readiness
Suggested Parent Enrichment Workshops

1. Career Opportunities for Parents
2. Dealing with Grief
3. Life Changes that Affect Children
4. Safety with Children
5. Early Intervention
6. APT/PBS to Learn
7. Kindergarten Readiness
8. Child/Infant CPR
9. Early Literacy
10. Integrating Environmental Print
11. Family Support Services
12. Healthy Eating Habits
13. Healthy Teeth, Healthy Mouth, Healthy You
14. Child Health and Nutrition
15. Transitioning to Kindergarten
16. Fire Safety
17. Problem Solving
18. Building Healthy Family Relationships
19. Active Parenting
20. Physical Fitness for your Child
21. Characteristics of Four-Year-Olds
22. Effective Discipline; Behavior Management
23. Building Your Child's Self-Esteem
24. Child Abuse
25. Parent Involvement
26. Setting Boundaries with Children
27. Cooking with Kids
28. Parent/Child Interaction
29. Child's Play; Learning Through Play
30. Techniques to Extend Conversation
31. Preschool Curriculum
32. Motherread/Fatheread
33. Coping with the Stress of Being a Parent
34. How to Help Your Child Become Successful
35. Household Hazards
36. Germs & Hand washing
37. Educational Toys
38. Community Safety

Office of School Readiness
Pre-K Code of Student Behavior- Notice of Receipt

To be signed and immediately returned to school

I, _____, have a child enrolled in the OSR Pre-K program at _____
Parent/Guardian

_____. I/we acknowledge by my/our signatures that
Name of Pre-K Site

I/we received, read or had read to me/us section 3.2 of the *Operating Guidelines for Pre-Kindergarten Programs* which is the Pre-K Code of Student Behavior. We understand that these procedures apply to ***all*** students and parents in the OSR Pre-K program and at activities and events sponsored or supervised by OSR Pre-K program staff.

Note: *If the child lives with both parents or guardians, both are to sign the statement. If the child lives with only one parent, only one signature is required.*

(Signed) _____ Date _____
Parent/Guardian

Parent/Guardian

Date _____

Office of School Readiness

Suggested Topics to Cover During Parent Orientation

1. State/local Guidelines for Program Operation
2. How to Complete Required Paperwork
3. Developmentally Appropriate Practice for 4-Year-Olds
4. What Parents Should Expect from Program
5. What Program Staff Will Expect from Parents
6. Anticipated Outcomes of Participation in Program
7. Upcoming Events and Deadlines